MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 26 NUMBER 3

SUMMER 1997

MARAC 25th Anniversary

NOVEMBER 6-8, 1997

First and Central Presbyterian Church

Site
of the first
general meeting
of MARAC
Oct. 13-14, 1972

WILMINGTON, DE

"Homecoming" at Wilmington, Delaware

November 6-8, 1997

Celebrating 25 Years of MARAC!!

It seems fitting that we will return once again in November to Wilmington, Delaware for our Fall meeting, where the first general meeting of the Mid-Atlantic Regional Archives Conference (MARAC) was held twenty-five years ago. Charter members, senior members, and those who will be attending a MARAC meeting for the first time are all cordially invited to join us in Wilmington from November 6 to November 8 for our Fall Conference, the theme of which is appropriately titled "Homecoming." Wilmington, with its many cultural attractions and historic sites, seems a perfect setting for this occasion.

While gathering materials in preparation for the Fall meeting, Local Arrangements Co-Chairs Margaret Jerrido and Carol Ann Harris received a copy of a letter written by the MARAC organizers to archivists and manuscript curators in the Mid-Atlantic region inviting them to join in planning a regional society. The letter states in part that "Our aim is to provide an organization for all those who work with, or have a professional interest in manuscripts, institutional and public records and similar materials, whether or not they call themselves archivists." The initial aim has been fulfilled, the membership of the organization has expanded, and MARAC has taken on a unique role which has made it increasingly meaningful to its membership. The organizers of MARAC should be congratulated and commended for their efforts and farsightedness in realizing such a group was needed.

When MARAC members return to Wilmington for their 25th anniversary program in November 1997, the city and the nation (not to mention the archival profession) will look a lot different than in October 1972. National newspaper headlines from the date of the initial MARAC meeting reveal that Senator Ted Kennedy had ordered a preliminary inquiry into a still obscure controversy called the "Watergate bugging incident," Spiro Agnew was stomping the campaign trail and claiming that Richard Nixon had "restored reason to its proper place in our nation's affairs," B-52 bombers just finished blitzing Hanoi yet again, and the Oakland Athletics clinched the American League pennant behind John (Blue Moon) Odom's 5-hit complete game victory over the Detroit Tigers. MARACers wishing not to join others in the hospitality suite in 1972 could look forward to a Thursday night TV line-up that included the Brady Bunch, the Partridge Family, the Sonny and Cher Comedy Hour (with special guest stars Jimmy Durante and singing sensation Gilbert O'Sullivan) and some new episodes of Love American Style.

The Program

The Fall 1997 Program Committee, co-chaired by Peter Wosh and Tim Corlis, has crafted a series of sessions that look back on what archivists were discussing during the disco era, while also examining and unraveling some hot contemporary controversies and providing a series of discussion sessions clustered around particular archival interests. All this, and six workshops too! A beefed-up Saturday morning schedule constitutes another

Table of Contents

"Homecoming" at Wilmington, Delaware 2
CAPES Program Expands 4
State & Local News 6
Scholarships and Grants 8
People 8
Ideas to Celebrate Archives Week 9
Mentoring Program Application 10
MARAC News 11
Employment 12
MARAC Finding Aids Awards 14
MARAC Spring Business Meeting 15
Steering Committee 17
Who's in Charge 24
Treasurer's Report 25
Session Abstracts 26

notable feature of the Fall program, and Thursday workshops will all be half-day affairs that start in the afternoon to better accommodate travel plans. Attendees can follow one of three "tracks" through the conference if they wish, or they can mix and match from a number of offerings.

First, a series of "Retro" sessions have been created, based on the original 1972 MARAC program. Our 1997 panelists for these sessions will be looking at such issues as conservation, appraisal, archival literature, description and access, and the relationships between historians and archivists (all very much on the minds of the 1972 congregants). The panelists will be assessing historical development of these issues and reviewing their contemporary status. A special session titled "All the Young Dudes: The Original Hits by the Original MARAC Artists" will feature some founding mothers and fathers, who will reflect on the current state of the profession.

Second, the Program Committee has responded to the very positive assessments and evaluations of discussion-oriented special affinity sessions in recent years. As a result, a series of "special focus" sessions has been created which are designed to bring together archival practitioners facing very practical day-to-day problems: coordinating anniversary celebrations; appraising institutional and business records; implementing microcomputer-based databases; managing photograph collections; incorporating exhibits into daily life; and preserving non-textual (e.g., video, film, and audio) material. Discussion leaders will have special expertise in these areas, and the emphasis here will be on solving audience problems, responding to specific concerns, and providing practical advice.

Finally another series of offerings will focus on contemporary issues. One session concerning archives and political issues will include an exploration of the Tuskegee Syphilis Study, the recent Presidential apology, and the role of archives in documenting this issue. Another session looks at ways in which nontraditional archivists are documenting the last twenty-five years, and will include archivists from MTV and the National Archives, and the curator of a dance collection in New York. Historical editing will not be slighted, and the recent reevaluation of the NHPRC's priorities will undoubtedly be discussed as well. Honestly addressing legitimate professional controversies and disagreements, rather than offering a bland consensus, will be emphasized in these sessions.

Special Anniversary Activities and Other Entertainment

For fun and enjoyment, John Paul Deley is once again serving as coordinator for the 2nd MARAC Film Festival on the evening of Thursday, November 6, featuring short film clips from repositories in our region. On Friday night, put on the polyester, bell bottoms, and dancing shoes or just come as you are and have your picture taken, if you choose, at the Homecoming Dance and light buffet which will be held in place of the usual reception at the Delaware Historical Museum. Grab a partner and show us your favorite dance steps and fancy footwork while you dance until the wee hours to the sounds of the seventies provided by Alex Magoun. If you prefer not to dance, join us anyway and just mingle and chat with charter, senior, or new acquaintances. There will also be some surprise events that you won't want to miss.

Our Meeting Site

The Fall Conference will be held at the Holiday Inn Downtown (formerly known as the Radisson Wilmington) in Delaware's largest meeting complex, located in the heart of Wilmington's business, shopping, and cultural district. This will be the third and final time for the meeting at this site under our three-year fixed rate contract. The room rate is again a very economical $69.00 per night, including parking. The Market Street Mall, the Delaware Historical Museum, a number of historic buildings and statues, and a variety of eating places are within walking distance from the hotel. The hotel is about twenty minutes away from the University of Delaware and all of the areas's "don't miss" attractions are within 15 miles of downtown Wilmington. Greater Wilmington is home to such internationally renowned attractions as the beautiful Winterthur Museum and Gardens, the Brandywine River Museum, lovely Longwood Gardens, the fascinatingly restored Hagley Museum and Library on the banks of the Brandywine River, and the Delaware Art Museum, home to the masterpieces of Wilmington's Howard Pyle, who was acclaimed at the turn of the 20th century as the "Father of American Illustration."

Wilmington is exactly midway between New York City and Washington, DC—100 miles each way—and easily accessed from both north and south via I-95. The Holiday Inn Downtown is conveniently located just five minutes from I-95. Southbound, take I-95 to exit 7A and Northbound take I-95 to exit 7 to the hotel. Wilmington is served daily by Amtrak, including all Metroliners, at the city's downtown railroad station, and by air through Philadelphia International Airport (25 miles to the north). Detailed travel information will be included in the pre-registration packet.

Tours

Karen Buchholtz has arranged an interesting array of tours for meeting participants. The highlight of the tours will be a visit to the First and Central Presbyterian Church where the first general meeting was held October 13-14, 1972. A concert, tour, and lunch are planned at the church. Other tours to take advantage of will take you to the Rockford Brewery and Rockwood Museum. You will have an opportunity to see a 17th century ship under reconstruction at the Kalmer Nichols Foundation Institute.

So, come to Wilmington, take the tours, enjoy the dance, visit the hospitality suite, but check out the sessions as well. They promise to provide an interesting perspective on where we have come in the past twenty-five years and explain why MARAC is vital and will continue to serve an important role as we move toward the future.

CAPES Program Expands, New Coordinator Appointed

The New Jersey Caucus recently approved a recommendation to expand its CAPES program. CAPES, an acronym for Caucus Archival Projects Evaluation Service, is a joint venture between the New Jersey Caucus and the New Jersey Historical Commission. It provides free technical assistance to New Jersey repositories with archival programs. CAPES is funded by a continuing grant from the New Jersey Historical Commission.

CAPES consultants make on-site visits and prepare a report recommending steps a repository may take to improve its archival program. Consultants are drawn from a pool of experienced Caucus members. The program's expansion will now permit consultants to make follow-up visits to begin implementing report recommendations. These visits can include activities such as staff training, arranging collections, preparing finding aids and on-line catalog entries, and writing grant applications for archival projects. Follow-up contacts by phone and e-mail also will be permitted.

Implementing the expansion will be Daniel P. Jones, who will become the next CAPES Coordinator on July 1. Dan, affiliated with the New Jersey State Archives, was instrumental in creating the expansion plan by chairing the subcommittee charged with responsibility. For the past two years, Robert Stewart, library director of the Asbury Park Free Public Library, has administered CAPES.

2nd MARAC Film Festival

Call for Submissions

Please send a written description of a 4-12 minute archival (lighthearted) film from your repository for screening at the 2nd MARAC Film Festival to be held during MARAC's 25th Anniversary "Homecoming" meeting at Wilmington, Delaware, in November.

Please include title and year of film, cinematographer (if known), subject matter, collection notes, and significance. Also include a contact person's name and phone number. Send only written descriptions at this time. Those institutions selected will be asked to submit a videocassette at a later date.

Send the information to: John Paul Deley, Federal Trade Commission H-692, 6th and Pennsylvania Avenue N.W, Washington, DC 20580

Deadline for submission is September 30, 1997

Of Mailing Times and Deadlines

For about a year, the spring and fall issues of the Mid-Atlantic Archivist (*MAA*) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

PRESERVATION SERVICES FOR ARCHIVES

Evaluation of Collections, document Preparation, Vendor Selection, Estimates for Microfilming, Binding, Storage, Staff Training

Marc Zeitschik
Preservation Consultation
71 Cassilis Avenue
Bronxville, New York 10708
Phone/Fax: 914-793-7842
E-Mail: PRESCONSUL@AOL.COM

Don't take a chance with your paper valuables!

Preserve them in Mylar® Docu-Gard™ Sleeves

from BCE, the Preservation Professionals℠

Why Mylar® Type D?

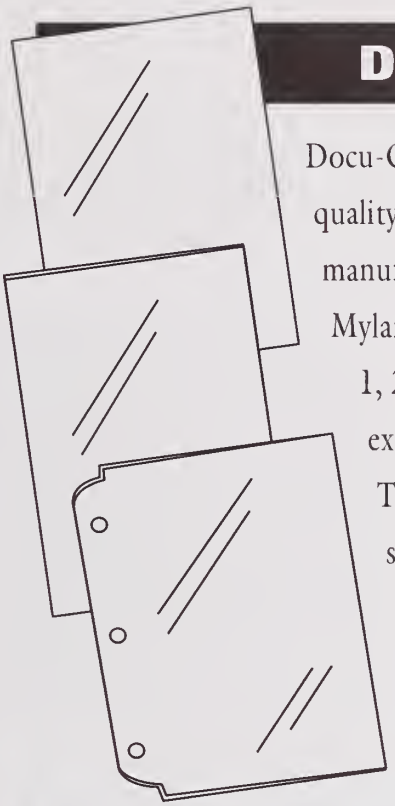
Mylar® D is the uncoated archival quality polyester film that is the most stable and inert of all known plastic films. It contains no volatile chemicals that can migrate to the paper and cause damage. It is resistant to almost all outside influences and will remain unchanged for over two hundred years. In addition, it is an effective barrier to acidity, the primary cause of paper deterioration.

Why Bill Cole Enterprises?

With over twenty years experience in the preservation field, BCE is a major supplier to The Library of Congress and The National Archives for their preservation sleeves. All materials are in stock for immediate delivery, and special sizes can be quoted over the phone using our new service "INSTA-QUOTE™." We have toll free phone and fax numbers for your convenience and Internet access as well.

Why INSTA-QUOTE™?

INSTA-QUOTE™ is our latest technology to give you immediate quotations for all your Mylar® needs while you are on the phone. Just by a click of a button, we can give you an immediate quote on rolls, sheets or sleeves. You no longer have to wait hours, days or weeks. This is an exclusive service from Bill Cole Enterprises!



Docu-Gards™

Docu-Gards™ are true R-Kival™ quality polyester film sleeves manufactured from 3 or 4 mil Mylar® type D and sealed on 1, 2, or 3 sides using our exclusive Ultra-Weld™ process. The seals are nearly twice as strong as those produced by either ultrasonic or electronic sealing methods. And we never use tapes or adhesives.

Call or write for a free brochure and Mylar® Sleeve Sample

1-800-99-GARDS

Bill Cole Enterprises, Inc.
P.O. Box 60 Dept. MAA, Randolph, MA 02368-0060
(617) 986-2653 Fax (617) 986-2656
e-mail:bcemylar@internetmci.com
web site:http://www.neponset.com/bcemylar

Docu-Gard™, Ultra Weld™ and INSTA-QUOTE™ are trademarks of Bill Cole Enterprises, Inc. The Preservation Professionals℠ is a servicemark of Bill Cole Enterprises, Inc. All references to Mylar® refer to archival quality polyester film such as Mylar® type D by Dupont Co., or equivalent material such as Melinex® 516 by ICI Corp.

State & Local News

DC

Archives Week will be celebrated in the Mid-Atlantic Region from October 12-18 this year. This year's theme is genealogy but events on different topics are welcome. Archives in the MARAC region will offer a wide variety of programs during archives week such as exhibits, film series, history fairs, lectures, receptions, and workshops. The DC Caucus would like to promote local participation in Archives Week. Your Caucus Co-Chairs are willing to coordinate activities in DC if that is desired or needed. Some ideas that have been suggested include a coordinated series of events all across the city or one major event in which all repositories would be invited to participate. We would appreciate your input on this as well as you will be creating and developing the programs. Please contact Susan McElrath by phone (202) 673-2402 or e-mail susan_mcelrath@nps.gov if you would like to host an event or participate in archives week in some way.

★★★

On Tuesday, July 15, 1997, Edward A. Galloway of the Heinz Electronic Library Interactive Online System (HELIOS) will present a demonstration and overview of HELIOS to the National Archives Assembly and to the archival and historical communities in the Washington DC area. The presentation is scheduled for 10:45 a.m. at the National Archives Building in College Park, Maryland.

The HELIOS project will convert one million pages of the congressional papers of the late Senator John Heinz (R-PA) into digital format and provide access to these papers through innovative information retrieval software developed at Carnegie Mellon University. This digital archives, which will be available through the internet, may serve as a model for the archival profession.

All interested individuals are encouraged to attend this presentation. For further information please contact:

Jim Cassedy, National Archives Assembly, Center for Electronic Records, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740, (301)713-6630, james.cassedy@arch2.nara.gov

DE

A 13-year project to film Delaware newspapers was recently completed by the University of Delaware Library. The microfilmed collection includes international publications as well as the Delaware Abolitionist, published by the Delaware Anti-Slavery Society.

Participants who provided newspapers for filming include the Delaware Agricultural Museum, the Delaware Bureau of Archives, the Georgetown Public Library, the Historical Society of Delaware, and the Wilmington Institute Free Library.

A copy of all newspapers filmed for the project is available at the Morris Library at the University of Delaware. A complete print master is available at the Delaware Bureau of Archives in Dover.

★★★

Avon Products, Inc., one of the oldest beauty products companies in the United States, has deposited its archives with the Hagley Museum and Library. The Avon collection provides a unique perspective on the changing roles of the women entrepreneurs, sales agents, corporate executives, and factory workforce who played a prominent role in America's culture of consumption. The archive is now being processed, catalogued, and receiving conservation treatment which is supported by a grant from the Avon Foundation. The collection is scheduled to open for research in January 1999. For more information about the collection call (302) 658-2400.

MD

Maryland Caucus member and NARA archivist Howard Feng gave a presentation on Vietnam records in the National Archives to the Department of Veteran's Affairs' Team Leader Training Conference in Cleveland OH in April. The presentation went so well that Howard was invited to give the presentation again, this time at the VA's Vet Center Counselor's Training Conference in Minneapolis MN in May.

★★★

The National Endowment for the Humanities has awarded the University of Maryland College Park Libraries a grant of $158,413 for the preservation microfilming of the Katherine Anne Porter Papers. The Project Director is Beth Alvarez, Curator of Literary Manuscripts. The personal papers, library and memorabilia of Katherine Anne Porter, distinguished American author (1890-1980), are held as a special collection in McKeldin Library. As a result of the NEH grant, the Libraries will be able to preserve on microfilm and make more accessible to the research community the Porter Papers. For additional information contact Dr. Alvarez at x5-9298 or ra60@umail.umd.edu.

NJ

Renovation of State Archives Facility Delayed

The New Jersey State Archives' planned move to improved facilities is likely to be delayed, possibly until 1999. A series of technical problems with construction bid submissions have prolonged the process of awarding of contracts for more than five months, and it remains unclear when these problems will be resolved. Secretary of State Lonna R. Hooks, testifying before a legislative budget committee in May, stated that she expects the renovations to commence in the fall of 1997.

The archives' new home will be in the Department of State Building at 225 West State Street in Trenton, in the cultural campus that includes the state museum, planetarium, auditorium and library. The state has committed $15.7 million to renovate the former headquarters of the Department of Education for the archives and several other agencies of the Department of State, including the New Jersey Historical Commission. Plans for the renovation were completed in 1996 by the architectural firm CUH2A of Princeton.

State officials believe that raising the public profile of the archives as one of the state's cultural agencies will enhance the attraction of the capital city for tourism, and that improved public access to New Jersey's rich documentary heritage will stimulate greater appreciation for the state's history.

For more information and status updates on the archives' relocation, contact the New Jersey Division of Archives and Records Management at (609)530-3200, or visit the division's website: http://www.state.nj.us/state/darm/darmidx.html

★★★

State Historical Records Advisory Board Appointed

Governor Christine Todd Whitman recently appointed the following persons to membership on the New Jersey State Historical Records Advisory Board (SHRAB):

Ronald L. Becker of Metuchen (Rutgers University Special Collections and Archives)

Larry A. Greene, Ph.D. of East Orange (Seton Hall University Department of History)

John W. Hartmann, Esquire, of Princeton Junction

Elizabeth Peale Johnson of Wantage (Afro-American Historical Society Museum)

Marcia A. Karrow of Flemington

Maxine N. Lurie, Ph.D. of Piscataway (Seton Hall University Department of History)

John McCullough of Blackwood (New Jersey Department of State)

Angela F. Pulvino of Ocean City (County Clerk of Cape May County)

Linda F. Waller of Lawnside (Lawnside Historical Society)

Edith G. Zachary of Essex Fells

Appointed State Historical Records Coordinator and board chair was **Karl J. Niederer** of Titusville (New Jersey State Archives, Department of State).

Pending appointment to the board is **Richard Waldron**, Executive Director of the New Jersey Historical Commission. Mr. Waldron's appointment is scheduled to be made in June 1997.

The SHRAB is composed of persons who have experience or interest in the collection, administration, and use of historical records and who are dedicated to the preservation and use of New Jersey's documentary heritage. Staff support is provided by the State Archives, a part of the New Jersey Division of Archives and Records Management. The board serves as the state's central advisory body for historical records planning and reviews grant proposals submitted by New Jersey institutions and organizations to the National Historical Publications and Records Commission (NHPRC) of the National Archives.

All states and territories are required by federal regulation to have historical records boards in order to participate in NHPRC's grants program. Since 1978, NHPRC has provided more than $650,000 in funding for 16 records projects in New Jersey.

VA

A new archives opens in Virginia. The Martha Baine Waterford Foundation Archives and Local History Collection, located in Waterford, Virginia, is a newly active archives being created from the 50 year old collection gradually accumulated by this preservation and education agency. It has just received a gift of 18th and 19th century records of the Fairfax Monthly Meeting in Waterford and 18th and 19th century deeds, wills and legal documents pertaining to Waterford.

★★★

The Stonewall Jackson House in Lexington, VA, is currently featuring an exhibit called Confederate Currency: Images and Icons of the Lost Cause. It will be on display until November 30, 1997. There will be a Stonewall Jackson Symposium April 17 - 19, 1998. For more information, write Stonewall Jackson House, 8 E. Washington St., Lexington, VA 24450.

Front cover graphic created by Fe Cojeen

Scholarships and Grants

Colonial Dames of America Scholarship

The Society of American Archivists (SAA) invites nominations for its 1998 Colonial Dames of America Scholarship Awards. The award, funded by the Colonial Dames of America, Chapter III, covers up to $1,200 of the total tuition, travel and housing expenses at the National Archives' two-week Modern Archives Institute (tuition is $525). To be eligible, an applicant must be an employee of a repository with a fair percentage of its holdings predating 1825; have been employed less than two years as an archivist; and actually be working with archives or manuscripts regardless of title. Qualified employing institutions can be either public or private, and include federal as well as state and local governments; schools, colleges, and universities; businesses; hospitals; arts and cultural organizations; religious institutions; libraries and museums; historical and genealogical societies.

Resumes accompanied by two letters of recommendation from person having definite knowledge of the applicant's qualifications should be submitted in triplicate: by November 1, 1997 for the Institute held January 26-February 6, 1998; by February 28, 1998 for the Institute held June 2-13, 1998. Send applications to Anne P. Diffendal, SAA Awards Committee Co-Chair, 3131 S. 41st Street, Lincoln, NE 68506 or call 402/489-2368.

★★★

Fulbright Scholar Program Competition for U.S. College and University Faculty and Professionals in Library Science

A late March release announced the opening of the 1998-99 Fulbright Scholar Program competition for U.S. college and university faculty and professionals in library science. The application deadline is August 1 and applicants are encouraged to apply

More than 700 awards are being offered in over 120 countries for university lecturing, advanced research, and other professional activities. Opportunities exist in every area of the social sciences, arts and humanities, sciences, and many professional fields.

Basic Eligibility Requirements:

Ph.D. or equivalent professional/terminal degree at the time of application and U.S. citizenship (permanent residency is not sufficient). For professionals and artists outside academe, recognized professional standing comparable to that associated with the doctorate in higher education is required, unless otherwise noted in the awards book.

College or university teaching experience is required at the level and in the field of the proposed lecturing activity for lecturing and combined lecturing/research awards.

Grant Duration:

Awards range in duration from two months to twelve months. Most lecturing assignments are for an academic term/semester or a full academic year.

Language:

Although the majority of teaching assignments are in English, foreign language proficiency is expected for lecturing awards in some areas (e.g., Latin America, francophone Africa) and for some research projects.

For detailed descriptions of award opportunities and to request application materials, visit the Fulbright Scholar Program Web site: http://www.cies.org.

To request a hard copy of the awards book and application forms:

E-mail: cies1@ciesnet.cies.org (Requests for mailing of materials only!)

Telephone: 202-686-7877

U.S. mail: USIA Fulbright Senior Scholar Program, Council for International Exchange of Scholars, Box INET, 3007 Tilden Street, NW, Suite 5M, Washington, DC 20008-3009

Non-U.S. candidates must apply for Fulbright grants in their home countries, either through the Fulbright commission or the U.S. embassy.

People

Stacy Gould will be joining the staff of Special Collections, Swenn Library, College of William and Mary, June 1 as Assistant University Archivist.

★★★

The Pennsylvania State Archives has recently made some new appointments. They include: Division of Archival and Records Management Services: **Todd Eckert** and **Liz Lafferty Garner** (Local Government, State, Judicial, and Statewide Services Section). Division of Archives & Manuscripts: **Kris Althoff** (part-time, Arrangement & Description Section, **Dave Schoff** (Reference Section) and **Heidi Mays** (Appraisal & Acquisition Section).

Ideas to Celebrate Archives Week

October 12-18, 1997

From the MARAC Outreach Committee

Be sure you have Archives Week noted on you calendar as well as your institution and community. Highlight these dates in historical society newsletters, with the Chamber of Commerce, and other promotional institutions.

The Way We Were — Archival Awareness Days

Based on records in your archives, try to recreate an appropriate period in the history of your community (October, 1897 would be ideal, if possible) and generate the interest of local government officials, schools, merchants, civic organizations, churches, arts groups, etc. for a community-wide celebration.

Genealogy of a Property

Like families, buildings and properties have unique histories which can be traced through historical records. Select one property for a "genealogical search" through deeds, tax records, etc. from which would come a history which could be a focal point for looking at the evolution of a neighborhood or an entire community. The archival profile could be supplemented by other historical information as to what was going on around the property at that time, both locally and nationally.

Host a Reception

- Honor archive volunteers and supporters
- Present awards to students, researchers, or archivists for the creative use of archival materials
- Create a plaque where you add each year's winner so it is an ongoing display in the archives

Sponsor a Family Fair and/or Regional Meeting

- Distribute free handouts from Gaylord, Hollinger, and others
- Sponsor a workshop on the care of family photographs and documents. You could offer encapsulating while they wait.
- Sell acid free supplies
- Hold book signings with local authors
- Produce a film festival
- Sponsor a lecture series
- Create a treasure hunt for students using copies of manuscripts and ephemera from your collection

Use the Internet

- Prepare a Web page and introduce it during Archives Week
- Institutions with access to the Internet can scan in historical photos of specific documents with added text about Archives Week

Exhibits

- Have an exhibit at a local shopping mall: have a hands-on demonstration of using a quill pen
- Mount an exhibit in your department, building, or community

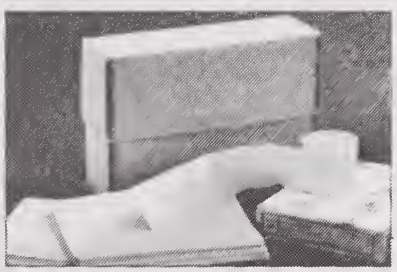
Special Publicity

- Publish a profile on archivists in the area newspapers
- Star in a program on a local Cable TV show; show treasures from your archives
- Publish a newspaper ad promoting Archives Week or promote it in any other media (radio, flyers, etc.).

Simple but Effective

- Display the MARAC Archives Week Poster
- Wear your MARAC T-Shirt
- Put treats in the staff lounge in honor of Archives Week to remind your colleagues of the occasion
- Invite local government officials, community or business leaders to your Archives Week celebration. Decision makers at various levels of local government should know about your program. Such understanding increases the likelihood that they will appreciate and support your efforts.

Acid Free Archival Supplies



Stocking Distributor for Hollinger, Light Impressions, and University Products.

Order all your supplies at competitive prices with one call and one purchase order.

For your FREE catalog call or fax:
800-747-1249

G.M. WYLIE COMPANY
P.O. BOX AA, WASHINGTON, PA 15310-0660

The home of high quality *TIMEPRESERVER*®
Products. (MARAC Member since 1989)

Mid-Atlantic Regional Archives Conference
Mentoring Program Application

The MARAC Mentoring Program pairs experienced MARAC members with students and new members to assist the newer members in identifying interests, set career goals, and help in developing professional contacts. The mentors and mentees are encouraged to schedule initial meetings during the Spring or Fall Conferences, especially at the New Member Orientation Meeting.

Guidelines

- Contact can be initiated by either participant, but the onus is on the Mentee
- Mentor and Mentee should discuss and define what each expects from the program
- The Membership Development Committee encourages the Mentors and Mentees to meet during MARAC's semi-annual conference meetings
- Discuss strengths and interests of the Mentees
- Identify and suggest career enhancement opportunities
- Introduce the Mentee to other professional colleagues
- Keep the contact informal
- Participants must contact each other at least once

I am interested in becoming a: **MENTOR** ☐ **MENTEE** ☐

Name: _____

Institution: _____

Address: _____

_____

_____

Phone: _____ **Fax:** _____

E-Mail: _____

Archival Interests or Experiences:

☐ Accessioning	☐ Appraisal	☐ Records Management
☐ Manuscripts	☐ Automation	☐ Audiovisual Records
☐ Description	☐ Preservation	☐ Government Records
☐ Reference	☐ Microfilm	☐ Religious Collections
☐ Management	☐ Outreach	☐ University Collections
☐ Consulting	☐ Education	☐ Business Archives
☐ Other		

Send Applications and Comments to:

Jennie Diaz Guilbaud
National Archives at College Park
Civilian Appraisal Staff (NWRC), Rm. 2100
8601 Adelphi Road
College Park, MD 20740-6001

Phone: (301) 713-7110, ext. 271
Fax: (301) 713-6852

MARAC News

Finding Aids Awards 1997

MARAC is seeking the submission of guides, inventories, web sites, and other finding aids for the 1997 competition. All finding aids must be completed and made available to the public for the first time in the 1997 calendar year. All entries must be received by January 16, 1998. Send two copies of each submission with a cover letter to: Gary Saretzky, Chair, 1997 MARAC Finding Aids Award Committee, Monmouth County Archives, 125 Symmes Drive, Manalapan, NJ 07726. For further information and questions please contact Gary at:

The same address or email: archive@shore.co.monmouth.nj.us or phone 908-308-3772.

★★★

At the January 1997 Steering Committee, the following revised section was adopted for the MARAC Committee manual for the Finding Aids Award Committee:

Committee Type

The Finding Aids Award Committee is a special committee and was established by a vote of the membership at the Spring 1982 meeting.

Mission and Goals

The purpose of the Committee is to promote excellence in finding aids through recognizing outstanding achievement. It is the responsibility of the Committee to publicize the awards and solicit entries.

Operations

The Committee consists of seven members appointed by the MARAC Chair. Committee members serve three-year staggered terms and may be reappointed for one additional term. The Committee Chair is elected by the Committee members each spring and serves as Chair for one year. Meetings to discuss awards selections may be closed upon unanimous vote of the Committee. A committee member may not vote on a finding aid submitted by his or her institution.

The Committee reviews submissions once a year and makes the awards. Decisions are by majority vote. If the Committee receives no more than three nominees in any given year, the Committee has the discretion to cancel the second and/or third place awards for that year and award only first place. If the Committee finds that none of the nominations for that year are worthy of an award, it has the right not to make any awards for that year.

If necessary, the Committee may request a budget for expenses from the Treasurer of the Steering Committee. This should be submitted by June 1 of each year.

Eligibility for the Award

Nominations must be made by a MARAC member and the finding aid must be issued by an institution in the MARAC region. Nominated finding aids must be available to the public in the calendar year preceding the Spring MARAC conference at which the awards are announced.

Preservation Microfilming

- Specializing in working with libraries and archives on their preservation microfilming needs.
- Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
- Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
- Competitive pricing. Written estimates provided on all projects.

Archival Systems, Inc.

Attn: Director of Preservation Service
33 Cain Drive
Plainview, NY 11803
Phone: (516) 454-4827
Fax: (516) 454-4824

Photographer Needed!

A photographer is needed for the MARAC "Homecoming" Dance, part of the 25th Anniversary celebration, on the evening of Friday, November 7. The dance will be held at the Delaware Historical Museum.

If you can serve, please contact Margaret Jerrido, Temple University Urban Archives, Paley Library, 13th & Berks Mall, Philadelphia, PA 19122.

Phone: (215) 204-6639

Fax: (215) 204-3681

Email: mj@astro.ocis.temple.edu

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

The Library of Congress Motion Picture, Broadcasting and Recorded Sound Division

Librarian (Curator)

The Library of Congress Motion Picture, Broadcasting and Recorded Sound Division has an opening for a Librarian (Curator), Recorded Sound, GS-13, $51,003 - $66,303 (plus locality pay) This permanent, non-supervisory position is located at the Library in Washington, D.C.

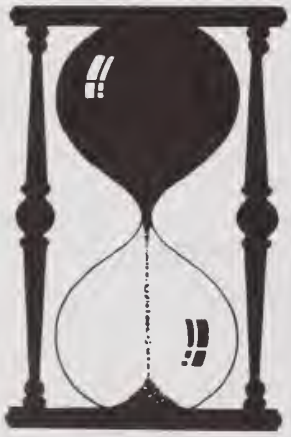
The incumbent, in the Recorded Sound Section of the M/B/RS Division, will serve as recommending officer for the Division's collections; provide in-depth, advanced scholarly research guidance on the holdings of the Division, the Library of Congress, and other institutions and collections; research and provide in-depth information on recorded sound items or collections for the purpose of processing and cataloging such material; develop, research, coordinate, and/or independently carry out major public programs, scholarly publications/exhibition projects; and participate in the Division's planning, coordination and development of policy.

Applicants must have one year of specialized experience, equivalent to the GS-12 level in Federal service or at a comparable level of difficulty outside Federal service, performing reference/acquisitions, teaching or curator duties. Applicants must demonstrate that they have a knowledge of the history of recorded sound and radio, and current practice and trends.

Those interested in applying for this position must have the full vacancy announcement (see below for number) and submit all of the required forms. Application material can be obtained by calling (202) 707-5627 or the employment office hotline at (202) 707-4315. Full text of the posting, along with information about applying for jobs at the Library of Congress can be found on the Library's Gopher site, marvel.loc.gov (Employee Information).

VACANCY ANNOUNCEMENT NUMBER WA-LC-97-0096 (PW)

The Library of Congress is an equal opportunity employer. Women, minorities, and persons with disabilities who meet eligibility requirements are strongly encouraged to apply.



University Archivist/Special Collections Librarian

Part-time

The Scott Memorial Library at Thomas Jefferson University has an opening for a part-time University Archivist/Special Collections Librarian.

Responsibilities include providing reference service for, and access to University records, describing holdings, and overseeing preservation of all library materials. Selectee will supervise one part-time technician.

Position requirements include an MLS from an accredited institution or records management training. 2 years professional university or institutional archival experience are essential. A knowledge of MARC AMC format and microcomputer technology are highly desirable.

Qualified candidates may send their resume to: Doug Block, Business Manager, Scott Memorial Library, Thomas Jefferson University, 1020 Walnut St., Philadelphia, PA 19107-5587

Assistant Director for Archives
American Bible Society, New York, NY

The American Bible Society, an interdenominational Christian organization, is seeking a new Assistant Director for Archives. Reporting to the Director of Library, Archives & Institutional Research, the Assistant Director is responsible for: developing and promoting the Archives to ABS staff, scholars, and the public; planning for integration of archival computer-based technologies; administering the Archives and supervising professional and clerical staff within the Archives (Assistant Archivist, Records Coordinator, Micrographics Specialist, and part-time Conservator); and serving as the records manager, overseeing records surveys, appraisals and the development of disposition schedules, and planning for handling electronic records.

Required Qualifications include the following: a Master's degree in archives, history or library service (ALA-accredited) or equivalent with course work in archives theory and methodology; 3-5 years' professional experience in archives administration, preferably in a nonprofit or religious organization; knowledge of archives-related use of Internet and other information technologies, including SGML, EAD, and MARC; excellent oral, written and interpersonal communication skills; and ability to work as part of a team and to problem solve from an institution-wide perspective. Preferred Qualifications include experience and/or education in records management.

Salary: Attractive compensation and benefits package, including tuition reimbursement and a defined contribution plan.

To apply: Qualified and interested candidates should send a cover letter and resume, including salary requirements, to: Joanne Smith-Rencher, Assistant Director, Organizational/Professional Development, American Bible Society, 1865 Broadway, New York, NY 10023 (e-mail jsmith-rencher@americanbible.org). We will only respond to those who meet the minimum qualifications. No phone calls please.

MARAC MEETINGS

Fall Meeting 1997
Wilmington, DE
November 6th - 8th

Spring Meeting 1998
Saratoga Springs, NY
May 7-9, 1998

Fall Meeting 1998
(Washington DC under negotiation)

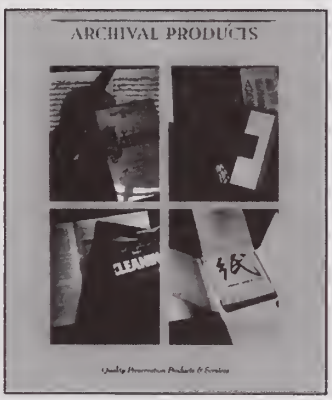
Spring Meeting 1999
State College, PA

Fall Meeting 1999
(Trenton/Princeton, NJ under negotiation)

Spring Meeting 2000
(site to be selected)

Fall Meeting 2000
Cleveland, OH (Joint Meeting with Midwest Archives Conference)

Elegant Solutions for Preservation



Call for a complete catalog

ARCHIVAL PRODUCTS

- Protective Enclosures
- Pamphlet Binders
- Music Binders
- Bound Four Flap Enclosures
- Tan Archival Board
- Grey/White Archival Board
- Drop Spine Archival Boxes
- Academy Folder
- Manuscript Folder
- 3 Ring Binder Album

P.O. Box 1413, Des Moines, Iowa 50305-1413
PH. 800-526-5640
FAX 800-262-4091
E-MAIL archival@ix.netcom.com
WEB SITE http://www.archival.com

Employment Continued

Leo Baeck Institute

Full-time Assistant Archivist

The Leo Baeck Institute is a research library dedicated to the history of German-speaking Jews. Founded in 1955, it is the foremost repository for personal and institutional papers, documents, memoirs and photos. Archival materials include documents from the 17th century to the present, comprising approximately 2,000 linear feet.

The LBI is looking for a full-time assistant archivist to work in the daily operations, acquisition, accessioning, on-line cataloging, preservation and supervision of para-professionals and volunteers.

We are looking for a beginning historian and/or archivist familiar with the history of Central Europe and Jewish history. Reading knowledge of German is necessary, Hebrew a plus. Familiarity with electronic databases and internet applications is expected, knowledge of photo digitizing basics desirable.

We offer a salary between $ 20,000 and $ 25,000 dependent upon experience, Oxford health plan and many Jewish holidays.

Send application including three letters of reference to Dr. Frank Mecklenburg, Leo Baeck Institute, 129 East 73rd Street, New York, N.Y. 10021.

MARAC Finding Aids Award Committee Announces Winners

The MARAC Finding Aids Award Committee has announced the recipients of this year's awards. The winners and their submissions are:

First Place: *Deborah Wythe, Guide to the Culin Collection* (Brooklyn Museum)

Second Place: *Gail S. Terry, Documenting Women's Lives: A User's Guide to Manuscripts* at the Virginia Historical Society

Third Place: *George D. Brightbill*, PASCL (Philadelphia Area Consortium of Special Collections Libraries), *Photograph Directory* (2 vols.)

Congratulations!

MARAC Spring Business Meeting Minutes

MARAC Spring Business Meeting Minutes
Charlottesville, Virginia May 3, 1997

1. Fynnette Eaton called the meeting to order at 8:37 a.m.

2. The minutes of the Business Meeting of November 9, 1996 in Wilmington Delaware were approved.

3. **Chair's Report**- Fynnette Eaton

a. MAC/MARAC Cooperation- Fynnette stated that Jackie Esposito will make a report on the joint meeting in Cleveland later during this meeting.

b. Implementation of Strategic Plan- The Steering Committee voted to go forward with the implementation of this plan. Further discussion relating to the coordination of state caucuses and state institutions will be taken up at the summer Steering Committee meeting.

c. Support for Cuban Archival Educator- It was reported that we have been asked to make a contribution to the support of a Cuban Archival Educator who is scheduled to visit our region in Spring 1998.

d. Thanked all for support- The outgoing Chair thanked the members and the Steering Committee for their support and cooperation during her term. She especially wanted to thank caucus representatives for their work. She also urged others to come forward and volunteer their talents to MARAC committees.

4. **Vice Chair's Report**- Jackie Esposito

a. Wilmington DE, Fall 1996- Jackie reported that the Wilmington meeting was a success with over 325 attendants and profits of over $7,000.00.

b. Charlottesville, VA, Spring 1997- Jackie thanked Ed Berkeley, Program Chair, and Marsha Trimble, Local Arrangements Chair, for a good meeting. Ed Berkeley acknowledged the members of the Program Committee and thanked them for a job well done. Also, Marsha Trimble acknowledged the members of Local Arrangements and thanked them for their hard work in arranging the meeting.

c. Wilmington, DE, Fall 1997- Jackie mentioned that Margaret Jerrido will make a presentation later during the breakfast meeting concerning this conference.

d. Saratoga Springs, NY, Spring 1998- It is scheduled for May 7-9. It probably will be a joint meeting with the Lake Ontario Archives Conference. Their Council will meet in June to confirm their participation.

e. Washington, DC, Fall 1998 [tentative]- We are presently negotiating a contract for Washington, DC.

f. University Park, PA, Spring 1999- This meeting is scheduled to be held at University Park home of Penn State University. The theme for the meeting will be "Archives Under Construction".

g. Princeton, NJ, Fall 1999- The meeting is tentatively scheduled for Princeton, NJ.

h. ?????????, Spring 2000- No site has been chosen yet for this meeting.

i. Cleveland, OH, Fall 2000- This will be the MAC/MARAC joint meeting in Cleveland, Ohio.

We are currently negotiating with two hotels. One hotel is within walking distance of the Rock and Roll Hall of Fame and Museum. The other hotel is in downtown Cleveland.

j. Article in Newsletter- There will be an article in the upcoming newsletter outlining what everyone needs to know to organize and plan for conference meetings.

k. Thanks- Jackie publicly thanked all those who worked with her over the last two years to plan and organize the conferences especially the members of the Meetings Coordinating Committee. She also wanted to thank the members of all the local arrangements committees and program committees for their hard work. She noted that they put in many long hours in the progress of their work and could always use additional volunteers. It was stated that volunteering for these types of committees is a good way to become familiar with the organization.

5. **Treasurer's Report**- Rebecca Collier

•Items highlighted from the Second Quarter Treasurer's Report- Becky reported the receipt of a check from the Fall 1996 Wilmington meeting for $9,066.51 which included the $2,000.00 conference advance.

Under expenses, it was pointed out that MARAC paid $455.00 to the tax accountant to prepare our Federal income tax return. Also, MARAC reprinted one of the technical leaflets at a cost of $1,200.00. And finally, it was noted that $1,500.00 was debited from the reserves. This was the additional advance sent to Charlottesville as voted on by the Steering Committee at our January meeting.

•Vacancies on the Finance Committee- Becky stated that she has vacancies on the committee and is looking for interested people who would like to serve.

6. **Nominations and Elections Committee Report**- Mary Wolfskill

•Mary announced the winners of the following MARAC elected positions: Chair- Janet Linde; Vice Chair- Ben Primer; Members-at-large- Danna Bell-Russel, Jackie Esposito, Steven Novak, and Cynthia Requardt; Nominations and Elections- Ron Becker, Karen Stuart, and Anke Voss-Hubbard; and the Arline Custer Award Committee- Catherine Keim, and Nancy Sahli.

•Fynnette Eaton asked the members of the committee to stand and be recognized for their two years of service. The members included Mary Wolfskill, Mimi Bowling, Jeff Flannery, and Maxine Lurie.

7. **Awards**

a. Scholarship Awards

Continued on P. 16

Business Meeting Minutes

Continued from P. 15

Meeting scholarships were awarded to Ellen Kastel of Jersey City, NJ and Liz Marzouli of Lafayette College, Easton, PA.

b. Finding Aids Awards

Awards were given to the following individuals: 3rd place to George D. Brightbill for the PASCL (Philadelphia Area Special Collection Libraries) Photograph Guide; 2nd place to Gail S. Terry for Documenting Women's Lives: A User's Guide to Manuscripts at the Virginia Historical Society; and 1st place to Deborah Wythe for The Guide to the Culin Archival Collection.

c. Service Awards

The following individuals were given service awards: Yvonne Carignan for her service as Chair of Local Arrangements Committee, College Park; Connie Cooper for her service as Co-Chair of Local Arrangements, Wilmington 1996; Ellen Rendle for her service as Co-Chair of Local Arrangements Committee, Wilmington 1996; Leslie Simon for her service as Co-Chair of Program Committee, Wilmington 1995 & 1996; Diane Windham Shaw for her leadership on the program committees for Gettysburg 1993 and Wilmington 1996; John Paul Deley for his development of the Meetings Coordinating Committee 1996 member survey and the first MARAC film festival; Ben Primer for his service as Chair of the MARAC Strategic Planning Committee; and Richmond Williams for his service as Treasurer at both the Wilmington 1995 & 1996 meetings.

8. **25th Anniversary Wilmington Fall 1997 Meeting- Local Arrangements**

Margaret Jerrido spoke and presented a very entertaining slide presentation on the upcoming anniversary meeting at Wilmington. She encouraged everyone to attend the sessions and tours commemorating the MARAC 25th anniversary on Nov 6-8.

She highlighted the upcoming workshops on photo conservation, arrangement and description, genealogy, oral history, records management, and paper conservation. In addition, there will be special focus sessions in a face to face format. The sessions will cover such topics as corporate archives, automation, assembling exhibits, and coordinating anniversary celebrations. Also, there will be basic sessions concerning conservation, arrangement and description, and archival literature. The luncheon speaker will be Bernie Herman a professor in the Art and History Department at the University of Delaware. He specializes in vernacular architecture and will present a slide show on the importance of looking at cultural material architecture for historic research purposes. In addition, Film Festival II and a homecoming dinner-dance are being planned for the entertainment and pleasure of MARAC members.

9. **Old Business**

a. Strategic Plan- The Steering Committee voted to go forward with the implementation of the plan. It will be one of the first tasks that the Steering Committee will take up in July.

b. Other Old Business- Nothing to report

10. **New Business**

a. NHPRC Strategic Plan- MARAC was asked to comment on the NHPRC Strategic Plan. The plan realigns the basic funding goals that they are going to promote. The proposed changes in the plan centered on funding for documentary editing projects. The funding appears to be shifting in favor of electronic based media research projects. The Steering Committee discussed it and a subcommittee was formed to draft a letter. The draft letter was read to the general membership at the breakfast business meeting. The letter called for a revamping of the strategic plan to reduce divisiveness between archivists and historians and ensure the proper funding for important new and ongoing projects no matter whether it is paper based or electronic based. Discussion centered on the controversy generated by these proposed changes in the plan. A motion was made to send out this letter. The motion was passed.

11. **Other**

a. Resolutions

Unfortunately, we were unable to obtain the services of the great Mid-Atlantic poet, Oliver Cutshaw. So our missive of gratitude, appreciation, and affection was written by committee shortly after Jim Stimpert discovered the ABC store on West Main.

When in the course of archival events,

it becomes necessary to hold 8:00 a.m. caucus meetings,

we hold these truths to be self-evident-

that not all MARAC meetings are not created out of thin air

they are endowed by the Program and Local Arrangements Committees

with traditions, trends, and the pursuit of digitalize,

for Berkeley (and friends) have provided us insights into

administration, genealogy, and intellectual property rights

And in the valley we breathe Edward Ayre

while Marsha Trimble (and friends) of us took good care

with wonderful tours and plenty of Coors in Jefferson's liar we did nothing untoward

our lunch architectural, our reception al fresco,

without Marsha (and friends) we'd be ineffectual

So with Yertle the Turtle and Kermit the Frog we pledge our digitization,

our copyrights and our preservation climate control for a meeting

superlative in Charlottesville.

Presented by the Resolution Task Force: Jim Cassedy, Chair; Doug McElrath, Jim Stimpert, Jim Byers, Danna Bell-Russel, and Holly Hodges.

12. **Adjournment**

The meeting was adjourned at 9:35 a.m.

Respectfully submitted,
Patrice C. Brown
MARAC Secretary

STEERING COMMITTEE MEETING

Mid-Atlantic Regional Archives Conference
Steering Committee-
Spring Meeting
Steering Committee Minutes,
May 1, 1997
Omni Hotel
Charlottesville, Virginia

IN ATTENDANCE: Fredrick Armstrong, Danna Bell-Russel, Cindy Bendroth, Mimi Bowling, Lauren Brown, Patrice Brown, Lynn Catanese, Yvonne Carignan, Becky Collier, Lois Densky-Wolff, Fynnette Eaton, Jackie Esposito, Jeff Flannery, Jennie Guilbaud, Sue Hamburger, Ng. George Hing, Elizabeth Joffrion, Janet Linde, Maxine Lurie, Linda Miller, Eileen Parris, Diana Shenk, Mary Wolfskill, and Dick Wood.

1. **Call to Order**

Fynnette Eaton, Chair, called the meeting to order at 5:37 p.m. at the Omni Hotel in Charlottesville, Virginia.

2. **Approval of Minutes**

The minutes of the 17 January 1997 Steering Committee were approved.

3. **Chair's Report**

A. Expressions of gratitude for support- Fynnette thanked all members of the Steering Committee for their support during her recent training assignment.

B. Appointments- Fynnette announced that the new Chair will be making the next round of appointments. She also reported that Eileen Parris has resigned as head of the Education Committee.

C. MAC-MARAC Cooperation- Fynnette reported that the upcoming meeting in Cleveland is falling into place. However, the issue of sharing publications will have to be examined more closely before any decisions are made.

D. Elections- Fynnette welcomed new members and thanked departing members for their work. She expressed her appreciation in having the opportunity to serve MARAC. Also, she stated it was a pleasure working with such a "great group" of people during her tenure as Chair. Various members thanked the Chair for her work on behalf of MARAC.

E. Implementation of Strategic Plan- Fynnette reported that she did not receive any votes against the implementation of the plan. However, issues were raised focusing on the state institutions and how they will be coordinated with the state caucuses. Fynnette recommended that this issue be discussed and worked out at the summer meeting of the Steering Committee. She announced that the implementation will go forward.

F. Request for support for Cuban Archivist- Fynnette presented a request by Greg LaMotta to the Steering Committee. Greg would like MARAC to contribute $200.00 to support the Spring 1998 visit of a Cuban archival educator. Fynnette asked the Steering Committee to direct this request to the proper MARAC committee. It was decided to direct the request to the DC/MD state caucuses.

4. **Vice Chair's Report**

A. Wilmington, DE, Fall 1996- A profit of over $7,000.00 was made on this meeting.

B. Charlottesville, VA, Spring 1997- There were over 250 people registered for the conference. The Omni Hotel block of rooms were filled early. The block of rooms at the Holiday Inn were also filled. The problems associated with this meeting have been technology costs. The audiovisual/technology costs were well over $3,000.00. In addition, compatibility issues arose regarding the type of equipment brought by the presenters and the type of cables available at the hotel. All the workshops were offered and well attended. The tours were also well attended.

Marsha Trimble, Local Arrangements Chair, recommended higher registration fees. She pointed out that the fifty dollar registration fee for the Charlottesville conference was not adequate to cover the audiovisual, food, and transportation needs. She also mentioned the room conflicts that were encountered by having the caucuses meet in the morning instead of in the evening as in the past. It was tricky trying to coordinate the use of the limited number of available rooms with caucus meetings and conference sessions occurring simultaneously. Although this issue was worked out at Charlottesville it may have to be looked at again for future conferences.

C. Wilmington, DE, Fall 1997- Planning for MARAC's 25th Anniversary meeting is well underway. The budget for this meeting was approved by the Meetings Coordinating Committee (MCC). This meeting will have a 25th anniversary commemorative booklet. The funds for the booklet will be generated by ads. Interest in the meeting is very high and a lot of founding members have expressed interest in attending.

MCC will conduct an assessment after this meeting on the success/failure of a single fixed-site concept for meetings. Both verbal on-site surveys and selective surveys to members will be carried out.

D. Saratoga Springs, NY, Spring 1998- A contract has been signed with the Saratoga Springs Sheraton. The room rate will be $99.00 for both a single or a double room. Local Arrangements Chair, Geof Huth is trying to locate a co-chair. Bob Morris has agreed to serve as Chair of the Program Committee for this meeting.

The Lake Ontario Archives Conference Chair, Christopher Densmore will request permission from his Steering Committee (they meet in June) to cosponsor this meeting.

Continued on P. 18

Steering Committee

Continued from P. 17

E. Washington, DC, Fall 1998 [tentative]- Fynnette Eaton volunteered to attempt to locate a hotel in the D.C. area. She has been in contact with the Sheraton, a hotel at Thomas Circle, and the National 4H Conference Center. Fynnette discussed the $130.00 room rate for the Sheraton, the $103.00 room rate for the hotel at Thomas Circle, and the $50.00 room rate for the conference center. However, the 4H Conference Center rooms were described as dorm rooms. It was voted to move forward with investigating the center and the other hotels as a possible site for the DC meeting. Fynnette will report on her findings at the summer meeting.

F. University Park, PA, Spring 1999- A contract is being drawn up to hold the conference at Penn State from May 7-9, 1999. The room rate will be $89.00. The Local Arrangements Chair will be Jackie Esposito, Meeting Treasurer will be Michelle Dzyak, and a possible program chair has been approached. The theme for this meeting will be: "Archives under Construction" since the new home for Penn State's Special Collections & Archives will not be quite finished by the date of the meeting.

G. Princeton, NJ, Fall 1999- Ben Primer and Karl Niederer are still working on organizing and planning this meeting.

H. ????????, Spring 2000- A volunteer site for this meeting is being sought. Caucus chairs were asked to approach their members about possible interest for this conference.

I. Cleveland, OH, October 2000- There will be a joint MAC/MARAC meeting in mid- October instead of late October due to the possibility of harsh weather conditions. They are currently negotiating with two hotels as possible sites for the meeting. It is hoped that a draft contract will be available as soon as May 15. It was reported that it would be impossible to have a room rate under $119.00. Incoming Vice Chair Ben Primer has agreed to allow outgoing Vice Chair Jackie Esposito to remain as liaison for this meeting until all technical difficulties can be worked out. In addition, negotiations are underway to have the reception at the Rock and Roll Hall of Fame and Museum. The meeting will run a little longer than usual and as a result SAA sponsored pre conference workshops, additional sessions, and additional tours and workshops will be offered.

J. Spring, 2001- The incoming Vice Chair will handle the planning from this point on.

K. Handbook revisions- MAC asked MARAC to hold off on making revisions to the handbook until they could produce one of their own. The revised handbook should be ready for the summer Steering Committee meeting.

L. Issues that need to be addressed regarding MARAC meetings:

1. Hotel rates- It is becoming impossible, especially in large cities within the region, to obtain a $99.00 (or less) room rate. For example, Cleveland will probably come in at approximately $129.00; average rates in DC and NYC areas currently are $109.00-149.00 per night.

The Meetings Coordinating Committee (MCC) reported that it will continue to strive to obtain the best hotel rate possible. It also cautioned members to be realistic about current room charges. The outgoing Vice Chair is writing a newsletter article about this problem for the summer edition of the newsletter.

2. Audiovisual/Technology expenses- The cost to provide on-line capabilities for sessions dealing with electronic and digital initiatives have overwhelmed the local arrangements committees of the last two MARAC conferences. For example, the cost at the Fall 1996 Wilmington conference was approximately $1,000.00 [over $2,000.00 in additional costs were absorbed by a vendor]. The cost for these services at the Charlottesville conference were in excess of $3,400.00.

The MCC recommended to local arrangements committees from this point forward that if a presenter needs "glitzy" state of the art equipment or cables for their session and it can't be provided either through a local university or vendor supported that they tell them to bring it themselves.

3. Pre-conference program expenses- It was reported that increasingly meeting expenses have risen without a concurrent rise in meeting income. Therefore, the MCC requested that serious consideration be given to a proposal to remove the expenses for publishing and mailing the pre-conference program (which goes to all members) from the local arrangements committee budget. The Finance Committee has indicated that doing this would require raising dues. While the MCC does not advocate raising dues, an alternative solution to this problem must be developed. The current reserve (over $90,000) was generated almost entirely by meeting income. The Strategic Planning Committee is reviewing options for dealing with this revenue. It is requested by the MCC that deferring the cost of this particular publication be considered a high priority and be accomplished before the development of the budget for the Saratoga Springs meeting.

4. Up-front Local Arrangement expenses- In the past local arrangements committees have been allotted $2,000.00 prior to receiving dollars from conference registrations to cover up-front costs. This money has always been repaid out of conference income. For the past three meetings, this amount of money has not been sufficient to cover these costs. Local arrangement chairs have had to come to the Steering Committee to request additional funds to get their conference up and running. In view of these problems, the MCC requested that the Finance Committee consider increasing the up-front monies to $4,000.00.

5. Shrinking pool of volunteers- It was reported that the numbers of volunteers for both individual and caucus based meetings appear to be dwindling. Meetings need a lot of volunteers in order to function. Local arrangements committees generally have between 10-20 members while program committees average 10-15 members. This total number (35 plus) does not seem overly large in comparison with our overall membership (1,000 plus) yet it is difficult to recruit volunteers from the state caucuses to take on meeting responsibilities.

The MCC requests that caucus chairs actively solicit willing volunteers for both local arrangements and program committees for the upcoming slate of meetings and through all of their state-wide publications. The Committee would especially encourage newer members who have not had the experience of working on a meeting to join in. It was noted that while it may be comforting to see the same names over and over again on these committee lists it is also self-destructive. Burnout for meeting volunteers is extremely high and MCC would like to encourage a more inclusive and widespread distribution of labor for these conferences.

In addition, the MCC would like to start asking professional archival institutions, i.e. the National Archives, state archives, to be accountable for how much support they give their staff who perform service for MARAC. The possibilities were discussed regarding starting institutional memberships or incentive awards to boost the amount of institutional and individual support.

6. Proposal for additional registration rates for conferences- It was requested that a archival student rate, an accompanying person rate, and a senior citizen rate be considered by the Steering Committee for MARAC conferences. A motion was made for a archival student registration rate. After discussion the motion was voted down. It was decided that the regular rate was reasonable and that it was too difficult to enforce a student rate. A motion was made to consider an accompanying person rate. After discussion the motion was turned down. A motion was made to consider a senior citizen rate. The motion was also voted down.

5. **Secretary's Report**

Nothing to report.

6. **Treasurer's Report**

a. Items highlighted from the Second Quarter Treasurer's Report- Under Income MARAC received a check for $9,066.51 from the Fall 1996 Wilmington meeting which included the $2,000.00 conference advance. This was an improvement over the last conference in Wilmington.

Under expenses, it was noted that MARAC paid $455.00 to our tax accountant for preparation of our Federal income tax return. Also, MARAC reprinted the technical leaflet Automation in Archives at a cost of $1,200.00. And finally, it was noted that $1,500.00 was debited from the reserves. This was the additional advance sent to Charlottesville as voted on by the Steering Committee at our January meeting.

b. Guidelines for budget requests and for reimbursements- The Finance Committee drew up guidelines for budget requests and guidelines for reimbursements for various committee expenses. The guidelines were presented to the Steering Committee for their approval. Discussion centered around getting a better handle on committee budgets to avoid coming up short at the end of a quarter or fiscal year. The guidelines will also give a better picture of the procedure to follow when making either budget or reimbursement requests. The Steering Committee passed the guidelines. The guidelines will be placed on the web site.

c. NCC contribution- The Outreach committee requested that the NCC contribution be increased next year. The Finance Committee suggested that the NCC contribution be increased to $750.00. The Steering Committee concurred. It now becomes part of the budget for next year.

Continued on P. 20

Books to help Care for Your Library Collection

'Bookbinding and the Care of Books'

'Bookbinding & Conservation by Hand'

'Library Materials Preservation Manual'

'Mass Deacidification of Paper'

'The Care of Fine Books'

'Curatorial Care of Works of Art on Paper'

Details on these and other fine titles are available from

The Bookbinder's Warehouse, Inc.
31 Division St.
Keyport, NJ 07735-1522
phone (908) 264-0306; fax (908) 264-8266;
e-mail: KarenC5071@aol.com

Steering Committee

Continued from P. 19

d. Pre-conference expenses- The request from MCC concerning the removal of pre-conference program printing costs from the budgets of local arrangements committees was tabled. Since this may involve a possible dues increase in order to cover the increased expenses it was decided to look at it in conjunction with the Strategic Plan.

e. Conference Advances- It was recommended by the MCC to increase the advance from $2,000.00 per conference to $4,000.00 per conference. Discussion focused on where this additional money will come from. It was noted that this $8,000.00 will have to come from the operating budget. If it comes from anywhere else such as reserves then MARAC may be pushed to the point of being taxed on profits from the conferences. The Finance Committee suggested that the total budget for Conference advances be $5,000.00 for next year.

f. MARAC Archivist- The Archivist requested some assistance in taking care of the Archives. The Finance Committee recommended that the Archivist get a line item in the budget to take care of any necessary expenses in relation to running the Archives. The Steering Committee voted to give the Archivist a line item in the budget.

g. It was announced that the MARAC Archives is now insured against loss or damage under the organization's insurance. This includes all of the MARAC documents in the custody of the officers, committee members, and state caucus representatives.

h. Ad hoc members- At an earlier meeting of the Steering Committee, a proposal was presented to allow new members to be considered for ad hoc positions on various committees. The Finance Committee was asked to comment on budget and reimbursement issues. Since a copy of the proposal was not available for review, further action was tabled until the next Steering Committee meeting. Copies of the proposal will be distributed before the summer meeting.

i. Scholarship money- It was pointed out that the amount of scholarship money available during this fiscal year is based on a percentage of the conference profits from last year. When conference profits are down, the amount of scholarship money also decreases.

7. **Administrator's Report**

•The total number of members is 1,046 (1,002 individual members and 44 institutional members). We have acquired 17 new members since January.

•201 non-renewing members were deleted from the database on February 15th. Renewals stand at 83% of the total membership.

•The directory is finished and about ready to be sent to the printer. It will be sent out in the next couple of weeks.

8. **Archivist's Report**

•The Archivist and his assistant are working on getting new accessions incorporated into the Archives. The holdings have now passed the thirty linear feet mark.

•The Archivist noted the success of the Graphics unit in printing out the service awards.

•The Archivist is interested in developing an internship program for a student enrolled in an archival program within the MARAC region to work in his department for 50 hours. The student intern would help with accessions, reference, and the upcoming Wilmington meeting. Also, the intern would assist the staff in identifying gaps in the holdings and solicit material from veteran members who might be able to fill some holes in the documentation. The person would be a member of MARAC, would attend the meetings, and act as an observer at the Steering Committee meetings. This proposal will be formally presented at the summer meeting of the Finance Committee.

9. **Standing Committee Reports**

A. Education Committee

It was reported that the Committee received a record number of scholarship applications for the Charlottesville meeting, ten in all. However, due to budget shortfalls, they were only able to offer two scholarships. Meeting scholarships were awarded to Ellen Kastel of Jersey City, NJ, and Liz Marzouli of Lafayette College, Easton, PA. Unfortunately, the Committee was not able to award a scholarship for the Modern Archives Institute due to insufficient funds.

The funding situation is of considerable concern to the Committee and will need to be addressed by the Steering Committee. If conference profits are not a predictable source of income, then other avenues should be explored. Also, the Committee recommended that if the Steering Committee is going to make decisions that affect the Education Committee then it needs to be represented on the Steering Committee with a voting representative.

The Committee's representative has been in contact with SAA's Education Committee to discuss shared concerns between the national and regional organizations. The SAA hopes to continue this dialogue and to begin cooperative efforts to offer workshops and other educational forums. It was suggested that an additional MARAC representative attend the SAA Education forum to alleviate one individual from having to represent more than one point of view.

Committee member Rebecca Ebert and Committee Chair Eileen Parris have submitted their resignations, effective at the end of the Business Meeting on May 3, 1997.

B. Nominations and Elections

•The results of the election are as follows: Chair- Janet Linde; Vice Chair- Ben Primer; Members-at-large - Danna Bell-Russel, Jackie Esposito, Stephen Novak, and Cynthia Requardt; Nominations and Elections- Ron Becker, Karen Stuart, and Anke Voss-Hubbard; and Arline Custer

Award Committee- Catherine Keim, and Nancy Sahli. All candidates were notified of the election results.

•The Committee made two suggestions for the next Nominations and Elections committee. The first is to have the list of candidates completed by November. This would ensure that MARAC would not be competing against other organizations who are also soliciting candidates in January and February. The second is to send the ballots out earlier, perhaps 90 days in advance of the meeting. This would ensure that everyone gets their ballots in time to vote and return it before the deadline.

•Next year MARAC will be electing state caucus representatives.

•A question was raised regarding the selection of a committee chair. Some thought that the by-laws allowed the committee members to chose their own chair but it was pointed out that the by-laws had been changed to read that the person receiving the most votes was to be chair.

C. Membership Development Committee

•Welcome letters were sent to 37 new members and the names were submitted to the newsletter for listing in the Spring edition.

•It was reported that the mentor program had not changed much. Two mentees and four mentors applications were received. Those that applied could not be matched up with any available applicants so they were added to the waiting list. The waiting list now consists of 6 people on the mentor list and 8 people on the mentee list. At some point the Committee will have to talk about revamping this program because it does not seem to be going anywhere. The survey concerning the program has not been redrafted yet.

•A big effort was made this spring in recruiting members from graduate schools in the mid-Atlantic region. 107 packets were mailed to graduate departments in history, public history, and library and information science.

•The new members orientation will be held during the morning coffee break on Friday. All of the caucus representatives as well as the other members of the Steering Committee were asked to attend.

•A copy of the internship proposal was not distributed at this meeting but will be sent to the Steering Committee in time for discussion at the summer meeting.

•The Committee recommended that the description parameters of the Committee be changed to have a minimum of 4 non ex officio volunteer members. It is believed that this will give the Committee fluidity to expand as needed for special projects. This proposal was tabled for further discussion at the summer meeting.

•At the Spring meeting the Committee discussed a work plan and budget for the next fiscal year.

D. Outreach Committee

•The Committee has received in the last three days over 30 photographs for consideration as part of the next Archives Week poster. The Committee tried to pick a photo from a variety of archival facilities that was representative of various families during different time periods. A sample of this poster was presented to the Steering Committee. Discussion focused on the distribution of the poster. A list of archival institutions is to be compiled and labels made in preparation for the mailing.

•A list of names was received for Service Awards. The names submitted are as follows: Yvonne Carignan, Connie Cooper, Ellen Rendle, Leslie Simon, Diane Windham Shaw, John Paul Deley, Ben Primer, and Richmond Williams. The list of names was approved by the Steering Committee. The MARAC Archivist had his graphics unit assist in the design and preparation of the award certificates.

•The Committee provided a panel for a Friday session on celebrating Archives Week. All Steering Committee members with posters left over from last year were requested to bring them for distribution at this session. The Committee also asked anyone

Continued on P. 22

GENCAT

The Leader in Data Navigation

GENCAT gives you a choice. You can use MARC with complete format integration, the multi-level International Standard - ISAD(G), SGML, or your own custom design

- **City of Rochester, New York** uses GENCAT for their historic photograph collection; data is structured so that it can be exported in the MARC communication format.
- **New York Transit Museum, New York** uses GENCAT for MARC cataloging, online searches, finding aid, and subject thesaurus.
- **George Meany Memorial Archives, Maryland** uses the multi-level feature of GENCAT to describe the broad record group, down through series to folder and showing the location of boxes.

Join these and many other institutions that use GENCAT for archival processes such as accessioning, arrangement, descriptions, research and loans. Also, provide access on the WWW with the NetServer Module.

Call 1-800-663-8172 or visit our web site at: www.eloquent-systems.com

eloquent

Steering Committee

Continued from P. 21

who has samples of materials used at Archives Week celebrations to bring these as well.

•The Committee has a subcommittee working on a technical leaflet on how to do Archives Week.

•The Committee also has a proposal for a flyer on digitalization. They hope to have a draft by July.

•The Committee plans to have a article in the fall newsletter reminding everyone about Archives Week.

E. Custer Awards

No report was submitted.

F. Finding Aids Committee

•The Committee met on March 3 and gave awards to the following: 1st place to Deborah Wythe for The Guide to the Culin Archival Collection; 2nd place to Gail S. Terry for Documenting Women's Lives: A User's Guide to Manuscripts at the Virginia Historical Society; and 3rd place to George D. Brightbill for The PASCL (Philadelphia Area Special Collection Libraries) Photograph Guide.

•In addition, Gary Saretzky was chosen as the new Chair for the Finding Aids Committee.

G. Publications Committee

•The Committee reprinted 200 copies of Automation in Archives. The original authors will be asked to revise their chapters for a second edition. Don Harrison is mailing a diskette with the original version to edit.

•New Titles- Catherine Keim is working on the tri-fold flyer on digitalization with the Outreach Committee. Ben Primer will be working on the celebratory events technical leaflet this summer and fall. Rebecca Ebert will present a proposal for the How to Do Archives Week technical leaflet.

The Committee discussed and accepted in Charlottesville the proposal and outline from Antonia S. Mattheou and her co-author Brenda Parnes for a technical leaflet on Implementing an Outreach Program. In addition, discussions with a potential author for a proposed technical leaflet on the Freedom of Information Act (FOIA) have been postponed until after October.

•Archival Textbook- The Committee has compiled a list of archival education courses and instructors throughout the country to contact for recommendations on essential chapters and for advanced sales. It was proposed to offer honorarium of $50.00 or $100.00 to chapter writers. Discussion centered on whether MARAC should start this practice, the use of payment as leverage, payment as compensation for time, whether it was consistent with volunteerism or mission of organization, and whether it was contradictory to the current practice of not paying speakers. The question was called and the proposal was voted down.

•MARAC Website- The site has now been accessed 849 times since June 1, 1996. It was reported that usage has doubled since January 1997.

•The Committee chair wrote and faxed a letter to Brazil giving permission for a one time translation and printing rights for Photograph Preservation: Basic Methods of Safeguarding Your Collections by Peter Mustardo and Nora Kennedy. This was done in response to a request from the Commission on Preservation and Access.

•MAA Editor

a. The deadline for the next edition is June 1.

b. A call was made for state caucuses to send in information on the activities in their state for the newsletter.

c. It was announced that efforts will be made to expand the "people" section of the newsletter.

d. The Editor discussed various requests he has received for copies of the newsletter. It was pointed out that not a lot of copies over the number needed for distribution to members are published. If there are copies available then the requests are handled accordingly. However, if there are not any extra copies available the requests will not be filled. Currently, there are no plans to print extra copies to cover these types of requests. The decision is an effort to hold down publishing costs.

H. NCC

•It was reported that Page Miller asked all organizations to pay dues as soon as possible to cover the $10,000.00 shortfall in the NCC operating budget. There was also a request for those organizations who can to increase their contribution. It was noted that MARAC will increase its contribution from $600.00 to $750.00 next fiscal year.

•The meeting centered on NHPRC allocation of funds for archival projects, i.e. editing. This will be taken up under new business.

•It was announced that NEH has still not received its authorization, and is liable to get less money next year. Page said that she will want help in the form of letters, etc. but not yet. It is too early in the process.

•It was stated that The Army's Center for Military History is to be moved and its staff cut. The Society for Military History is working to reverse the decisions and asks for help.

10. **Caucus Chairs' Reports**

A. Virginia Caucus

The tour of the new archival facility at the Library of Virginia was discussed.

B. D.C. Caucus

•The upcoming joint program with the MD caucus in May was discussed. The program will focus on medical and technological archives.

•The Caucus Representative reported on the possibility of establishing a joint effort with the National Archives Assembly to sponsor programs.

•The future of the DC government archives was discussed. The retirement of Dorothy Provine in August will leave no one on the staff. However, it was announced that Clarence Davis will be brought on board bringing the staff back up to one. This will still mean that the DC Archives will continue to be seriously underfunded and understaffed. The DC Caucus would like MARAC to work with them to bring

Mr. Davis into the fold. In addition, the Caucus would like MARAC to speak to or write to Marianne Coleman-Niles (Secretary, DC government) for more computers and more funding. A motion was made for the MARAC Chair (current and incoming) to write a letter to the Secretary of the DC government recommending that the Archives be properly funded and that high archival standards are maintained to ensure the preservation of these historical records. The motion was passed. A second motion was made to have the DC caucus keep an eye on the situation and notify the Steering Committee if any additional action is necessary.

C. NJ Caucus

•The Caucus met January 28 at the Monmouth County Archives for a tour, seminar, and business meeting. Gary Saretzky, Monmouth County Archivist, presented the seminar on "History and Preservation of Tintypes".

•At the recommendation of the CAPES Expansion Sub-Committee, the Caucus approved, in principle, to expand the CAPES (Caucus Archival Preservation and Evaluation Service) program. The expansion permits follow-up visits by CAPES consultants to educate staff, arrange collections, prepare finding aids and online catalog entries, and assist in preparing grant applications. Funding for the expansion is being provided by the New Jersey Historical Commission, contingent on the approval of their FY 1998 budget by the New Jersey State Legislature.

CAPES Coordinator, Robert Stewart, submitted his resignation effective June 30; Bob has served for nearly two years. His successor is Daniel P. Jones who will begin his duties on July 1.

•The NJ Caucus Representative testified in support of the New Jersey Historical Commission's grant-in-aid program at a public hearing held at the New Jersey History Issues Convention.

•Program planning has begun for a second annual Archives Week event to be held at the Monmouth County Archives. The event is scheduled for October 18. Gary Saretzky is chairing the committee planning this program.

D. Delaware Caucus

•The Caucus Representative reported that planning continues for the 1997 Fall Wilmington meeting.

•She also announced the publication of the 1996 annual report of the Delaware Historical Records Advisory Board.

E. MD Caucus

•The Caucus had a meeting in April at the Baltimore Museum of Industry.

•The Caucus also sent out reminders to its members to renew.

•It was reported that the Caucus discussed the idea of setting up an e-mail (listserv) to facilitate communication among members.

F. West Virginia Caucus

•A copy of the Caucus' Strategic Plan was put on their website.

11. **Old Business**

A. Implementation of Strategic Plan- It was decided to let the new leadership take this up at the summer meeting.

B. Other

•Budget time- A notice will be sent out for all committee members and state caucus chairs to submit their FY 98 budget to the Treasurer for review, discussion, and approval at the upcoming summer meeting. Discussion centered on the pool of money available for state caucuses, possible revision of caucus budgets, voluntary caucus budgets, and the necessity for planning budgets.

12. **New Business**

A. NHPRC Strategic Plan- The Chair received a request for MARAC to comment on the NHPRC Strategic Plan. Copies of the plan and background correspondence were sent to the members of the Steering Committee prior to this meeting for review. It was reported that electronic records research projects as opposed to traditional paper based projects were to receive more weight as far as funding under the NHPRC plan. It was also noted that the request for comment was not for agreement with the direction but on the content covered by the plan. Discussion centered on the appropriateness of placing electronic records research projects in direct competition or giving it more weight than traditional records projects for funding. A motion was made to have Fynnette Eaton, Janet Linde, and Fred Armstrong draft a letter voicing our apprehension on the situation as it currently stands. The motion was passed.

B. Other

•Jennie Guilbaud proposed to change the size of the Membership Development Committee. It was decided to table this proposal until the summer meeting. (see fourth item under C under Standing Committees).

13. **Other Issues**

•Calendar of meetings- It was requested to draw up a calendar for the upcoming year. The next Steering Committee meeting is tentatively set for Friday July 18.

•A motion was made to commend Fynnette Eaton for her efficiency in conducting meetings of the Steering Committee. The motion was passed.

14. **Adjournment**

The meeting was adjourned at 9:30 p.m.

Respectfully Submitted,
Patrice C. Brown
MARAC Secretary

Who's in Charge?

MARAC Officers

Janet Linde, *Chair* 1997-99
(212) 944-9800 x645; Fax: (212) 869-9061
janetclu@aol.com
American Civil Liberties Union

Ben Primer, *Vice Chair* 1997-99
(609) 258-6345; Fax: (814) 863-5318
jre@psulias.psu.edu
Penn State University

Patrice Brown, Secretary 1996-1998
(301) 713-7164 ext. 253; Fax: (301) 713-6908
patrice.brown@arch2.nara.gov
National Archives

Rebecca Collier, Treasurer 1996-1998
(301) 713-7250; Fax: (301) 713-6907
rebecca.collier@arch2.nara.gov
National Archives

Steering Committee Members
Caucus Representatives (1996-1998)

DELAWARE
Lynn Catanese
(302) 658-2400
Fax: (302) 658-0545
catanese@strauss.udel.edu
Hagley Museum

DC (co-chairs)
Elizabeth Joffrion
(202) 357-2781
aaaem019@sivm.si.esu
Archives of American Art

Susan McElrath
(202) 332-1233
Fax: (202) 332-6290
Mary McLeod Bethune Council House

MARYLAND
Yvonne Carignan
(301) 405-9346
Fax: (301)314-9971
ye38@umail.umd.edu
University of Maryland

NEW JERSEY
Lois Densky-Wolff
(201) 982-7830
Fax: (201) 982-7474
densky@umdnj.edu
Univ. of Medicine & Dentistry of NJ

NEW YORK
Prudence Backman
(518) 474-4372
Fax: (518) 474-4941
NY State Archives

PENNSYLVANIA
George Hing
(410) 832-7518
Fax: (410) 825-9222
Storagelogic

VIRGINIA
Linda Miller
(540) 375-2490
Fax: (540) 375-2083
lmiller@acc.roanoke.edu
Roanoke College

WEST VIRGINIA
Fred Armstrong
(304) 558-0230 x164
Fax: (304) 558-2779
WV Div. of Culture & History

Members-At-Large (1997-1999)

Jackie Esposito
(814) 865-7931
Fax: (814) 863-5318
jre@psulias.psu.edu
Penn State

Danna Bell-Russel
(202) 727-1199
dbrussel@capaccess.org
Washingtoniana Division,
DC Public Library

Stephen Novak
(212) 799-5000 x367
Fax: (212) 724-0263
juilli3@metgate.metro.org
Juilliard School

Cynthia Requardt
(410) 516-5493
cynthia.requardt@jhu.edu
Johns Hopkins University

NEWSLETTER EDITOR
Richard E. Wood
(301) 713-7159
Fax: (301) 713-6908
dick.wood@arch2.nara.gov
National Archives

ADMINISTRATOR
Diana Shenk
(814) 863-3181
Fax: (814) 863-5775
dxs@psulias.psu.edu
Penn State

MARAC ARCHIVIST
Lauren Brown
(301) 405-9059
Fax: (301) 405-9191
lb42@umail.umd.edu
University of Maryland

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1997
October 1, 1996 -March 31, 1997

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$10,576.00	$3,373.00			85%	13,949.00	$14,678.00
Publications Sales	1,500.00	498.65	238.49			49%	737.14	1,203.37
Pub. Advertising	800.00	60.00	0.00			8%	60.00	1,034.00
Bank Interest	2,800.00	90.10	210.12			11%	300.22	3,306.59
Conferences	15,000.00	0.00	9,066.51			60%	9,066.51	14,560.34
Mailing List Sales	360.00	100.00	80.00			50%	180.00	320.00
Contributions	250.00	182.00	180.00			145%	362.00	159.00
Miscellaneous	0.00	48.00	0.00			4800%	48.00	427.50
Total Revenue and Support	**$37,210.00**	**$11,554.75**	**$13,148.12**	**$0.00**	**$0.00**	**66%**	**$24,702.87**	**$35,688.80**
EXPENSES								
General	$1,700.00	$0.00	$20.00			1%	$20.00	$1,145.00
Administrator	4,800.00	60.82	317.13			8%	377.95	1,338.42
Treasurer	710.00	59.53	509.48			80%	569.01	590.95
Membership	1,100.00	216.10	76.80			27%	292.90	786.46
Committees	6,100.00	855.77	1,592.48			38%	2,448.25	5,830.94
Conference Advances	4,625.00	0.00	3,000.00			65%	3,000.00	4,508.17
Publications	15,100.00	1,074.90	4,797.63			39%	5,872.53	11,361.25
Awards	425.00	200.00	0.00			47%	200.00	325.00
MARAC Scholarship	2,000.00	1,248.37	0.00			62%	1,248.37	1,422.54
Grant Project Expenses	600.00	0.00	0.00			0%	0.00	0.00
Miscellaneous	50.00	0.00	0.00			0%	0.00	0.00
Total Expenses	**$37,210.00**	**$3,715.49**	**$10,313.52**	**$0.00**	**$0.00**	**38%**	**$14,029.01**	**$27,308.73**
NET INCOME or (NET LOSS)		**$7,839.26**	**$2,834.60**	**$0.00**	**$0.00**		**$10,673.86**	

SUMMARY

Opening Balance	$103,426.86
Income	13,148.12
Expenses	(10,313.52)
Closing Balance	**$106,261.46**

Cash Accounts

Checking Accts:	$14,264.78
Savings Accts:	27,996.68
Cert. of Dep:	64,000.00
Total	**$106,261.46**

Fund	Opening	Credits	Debits	Closing
Current	$55,055.66	$12,968.12	($8,813.52)	$59,210.26
Endowment	8,371.20	180.00		8,551.200
Reserve	40,000.00		(1,500.00)	38,500.00
Total	**$103,426.86**	**$13,148.12**	**($10,313.52)**	**$106,261.46**

Session Abstracts

Small Shops Online: NUCMUC to the Rescue!

Tony Gonzales, Senior Cataloger of the NUCMUC Team in the Library of Congress, introduced the program. The National Union Catalog of Manuscript Collections is a free-of charge cooperative cataloging program operated by the Library of Congress. To be eligible, a repository must be located in the United States and its territories, must regularly admit researchers, and must lack the capability of entering their own manuscript cataloging into either RLIN and OCLC.

Tony reviewed the three page worksheet that staff complete and send to the NUCMUC team. The entry is then returned to the repository for review. Entries with comments, questions, and/or approval are returned to the Library of Congress and entered into national databases. The small shop does not need even to own a computer. You just need to have your collection organized and ready to use.

Gary Saretzky, Archivist of Monmouth County Archives, provided some true life experiences of a small shop which sent entries to NUCMUC. In March 1995 Gary sent two dozen finding aids describing important collections. NUCMUC drafted MARC.AMC records and returned them for approval. A few minor changes were made, the records returned to the Library of Congress, and were entered in the database. About two month later a researcher arrived who had seen the collection described in RLIN. Everyone was delighted with this expansion of access.

With Tony's assistance the Monmouth County Archives was able to pull the cataloging of their collections off the NUCMUC listing and post it on their website so researchers could be aware of their holdings through a variety of search techniques.

Tony and Gary were very encouraging and enthusiastic of this opportunity for small shops to improve the knowledge and accessibility of their manuscript collections on a national basis. Small depositories which would like to join the NUCMUC team should contact: Special Materials Cataloging Division, Library of Congress, Washington DC 20540-43370 (202) 707-8419.

★★★

Administrative Uses of Archives

Speakers: Leslie Simon, CIGNA Archives and John Celardo, National Archives/Northeast Region; Moderator: Jackie Esposito, Penn State University

This session focused discussion on the types of administrative uses of archives, levels of service differences, creating opportunities for win-win situations, types of research requests and good practices for handling administrative requests.

John Celardo reviewed the traditional NARA constituencies and their impact on research use of the collections. He detailed the process for creating a research budget for a regional archives based on the development of a work plan that included performance levels and anticipated needs. John emphasized the need to maintain detailed statistics of uses to support requests for staff, time, salaries, and space. He detailed specific administrative uses of his collections:

a) Use of military records to determine veterans benefits. Specific examples cited, Coast Guard and Merchant Marine ship logs and journals.

b) Use of property records to support physical plant activities. Specific examples cited, nuclear waste dump sites.

c) Proof of citizenship documents.

d) Federal Court cases specifically focusing on copyright infringement and releases. Specific example cited, Martin Luther King's "I Have a dream" speech.

e) Use of records for exhibits, historical events, and designated theme months.

OCKER & TRAPP

We are dedicated to craftsmanship and understand the need for consistent quality and efficient service

COMPLETE LIBRARY BINDING SERVICE

- PRESERVATION PHOTOCOPYING
- CUSTOM DESIGNED ENCLOSURES
- SPECIAL HAND BINDING
- CONSERVATION
- DEACIDIFICATION
- ENCAPSULATION
- RESTORATION

SHORT RUN EDITION BINDING

17C Palisade Ave. • Emerson, NJ 07630 - 0314

OCKER & TRAPP
LIBRARY BINDERY, INC.

Tel: 201-265-0262 or 1-800-253-0262 • Fax: 201-265-0588

Leslie Simon reviewed conclusions made by Elizabeth Yakel in her study of administrative users. She applied these results to a business archives and defined administrative uses as employee questions that utilize archival collections asked in the course of everyday business. She reiterated Yakel's concern about the use of surrogates. Surrogates lead to interpretations of the nature of the question, levels of both questions and answers, and the filtering and packaging of information. Simon encouraged direct communication with question originators. She agreed with John's assessment that quantification of use of the archives for business purposes is a help when justifying the existence of the archives.

Leslie encouraged a detailed understanding of the institutional culture as well as levels of networking as essential tools to an effective archival program. She detailed the need to understand the question of originators' needs and the requirements placed on packaging the information sent forward. It is important to understand that the questioner has no interest in the research process, rather a great deal of interest in the promptness and completeness of the response. She pointed out that legal researchers have very different needs from other administrative researchers.

Institutional archives need to be in compliance with the institutional vision statements, Simon argued. The contributions and utility of the archives to the institution must be demonstrated through statistical reports, narrative reports, and quantified numbers. It is important that the archives be perceived as part of the institution's critical mission. In addition, the archives should emphasize its cost avoidance strategies and value-added products. A specific example cited was shipwreck documents for treasure exploration settlements. Simon also discussed the importance of alliances with information technology staff by providing content for IT products. Finally, Simon discussed the importance of building trust within the user community for archival services and products.

The presentations were followed by a moderated discussion of audience experiences with administrative uses and users.

Abstract submitted by: Jackie Esposito

New MARAC Members

Linnea M. Anderson
Columbia University

Clare M. Balawajder
Wright State University

Cara Brick
New York University

Matt Brown
University of Maryland

Fr. Richard Deptula
St. Anthony of Padua Province Headquarters

Suzanne K. Durham
Virginia Department of Historic Resources

Carl J. Elsbree
Xerox Corporation

Jennifer Harrison
Virginia Wesleyan College

C. Preston Huff
The Library of Virginia

Amy Judd
Library of Virginia

Eliza M. Knox
Virginia Museum of Fine Arts

Jeanne Larsen
Georgetown University

Jean L. Root Mahalov
College of St. Rose

Catherine O'Connor
Sisters of St. Joseph of Peace

Alyssa D. Pease
University of Maryland

James P. Pendleton
George Mason University

Selden Richardson
The Library of Virginia

Joanna L. Smith
Stonewall Jackson House

Clifford L. Snyder
National Archives

Lei Tan
National Recreation and Park Association

NON PROFIT ORG.
U.S. POSTAGE
PAID
UNIVERSITY PARK, PA
PERMIT No 1

Diana Shenk
W313 Pattee Library
Penn State University
University Park, PA 16802

MARAC Archives
c/o Curator -- Archives
Univ. of Maryland Libraries
College Park, MD 20742

TIME VALUE MAIL

ISSN: 0738-9396

The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.edu. Send material for *maa* publication to: Richard E. Wood, National Archives at College Park, 8601 Adelphi Rd., College Park, MD 20740-6001, Tel. (301) 713-7159, Fax (301) 713-6908, Electronic Mail: dick.wood@arch2.nara.gov. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

Editor	Richard E. Wood
Associate Editor	Charles Greifenstein
Book Review Editor	Mary Boccaccio
Preservation News Editor	Evelyn Frangakis
Software Editor	Kathleen D. Roe
Session Abstracts Editor	Jefferson Moak
Technical Leaflet Editor	Frank Serene
Advertising Editor	Bruce Abrams
State and Local News Editor	
Q&A Editors	Judith Knudsen Cindy Swanson